04/04/2008

ATTENTION ALL APPLICANTS
- Locksmith License -
- Locksmith Apprentice -

FINGERPRINT *SUBMISSION AND PROCESSING* INFORMATION

Option (1):   We will process your fingerprints through Tennessee Locksmith Licensing Program by forwarding the fingerprint cards you send with your application to the TBI &   FBI. *Current reporting time is 4-6 weeks*, rejected prints could extend processing time.

If you choose this method of fingerprint processing you must:
- Forward (2) sets of classifiable fingerprint cards with your application, and;
- Forward the **$60.00** *non-refundable* fingerprint processing fee in addition to the application fee(s.)

Prints must be rolled nail to nail by a qualified technician on cards included with the application. All blocks must be completed and the cards must be signed by the applicant. Answer N/A if the question does not apply.

Option (2):   **Cogent Systems (Electronically scanned fingerprint submissions to TBI & FBI.)**
Cogent will charge **$48.00** to scan and transmit your fingerprints to the TBI and FBI.

Applicant's can schedule an appointment with this electronic fingerprint scanning company. Cogent Systems will transmit the applicant's fingerprints to the TBI & FBI for processing. *Approximate processing and reporting time = 5-10 days.*

Call Center Scheduling: Available Monday-Friday, 8:30 A.M – 4:30 P.M. (Central)
- Call **1-877-862-2425**.
- Operators will collect required information and schedule your appointment.
- Be sure to have the correct ORI# when calling: **TN920520Z** and the transaction type required to schedule Locksmith applicants is **LS**.

Online Scheduling:
- **www.tennessee.cogentid.com**
- You will enter your applicant information as prompted online.
- Be sure to have the correct: ORI# **TN920520Z** and the transaction type required to schedule Locksmith applicants **LS.**

DO SEND a copy of the receipt of payment for electronic fingerprint submission.
DO NOT SEND the fingerprint cards or the **$60.00** fingerprint processing fee with your application to the Tennessee Locksmith Licensing Program.